

Quick Guide

The Resume Builder & ANSWER tool is designed so that you no longer have to use two different IDs to access these tools. Now, Resume Builder and ANSWER are available under one tool and user ID. This quick guide refers to the Resume Builder portion of the Resume Builder & ANSWER tool ONLY. Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

Step 1: Login

Review the two user types to determine which one you are. Follow the directions below for your type.


New User:

If this is your first time to this site you are a new user.

1. Click on the **Register** button. 


Registered Users:

If you have been to this Resume Builder site and have a login & Password, you are a Returning User.

1. Click on the **Login** button . The system will display a login screen.
2. Enter your **User ID** in the User ID field.
Note: This is your Social Security Number (SSN).
3. Enter your **Password**.
4. Click on the **Login** button. The system will display the Registration screen for you.

Step 2: Register

Every time you login or register as a new user you will be presented with the Registration page.

1. **Complete** or **correct** each field on the screen with your most current information. The Contact Information (Name, Address, Telephone) will appear on your Resume.
2. Click  when complete.
3. Select either **Create / Edit Resume**, **Edit Supplemental Data**, or **Submit Resume & Supplemental Data**.


See the Build your resume section if you select Edit Resume or the Supplemental Data section if you select Edit Supplemental Data. Both sections need to be completed before you can submit your resume.

Step 3: Build your resume

There are several different methods of building your resume via the resume builder that are outlined below. All information should be entered in chronological order with the most recent information first.

1. **Review** the available **blocks** provided.
 - **Work Experience:** This block is to enter any work experience you may have.
 - **Education:** This block is to enter any education you have obtained. This includes High School, GED, College, Vocational School, and Training School (not entered in Additional Information).
 - **Additional Information:** This block is to enter any additional information that does not apply to the Work Experience or Education blocks. This includes Licenses, Certifications,



Awards, Training, Specialized Education, Positive Education, and Additional Education (not entered in Education).

2. Enter your **information** into the appropriate block using one of the methods described below (or a combination of them). View the Resume Builder Online Help or User Guide for more information.
 - Direct Typing
 - Copy and Paste
 - Work Experience Worksheet
 - Education Worksheet
 - Additional Information Worksheet
3. Check the **Character Count** for all three boxes to ensure you have not gone over the max.
4. **Review** each **section** for accuracy, completeness, and formatting. The display seen here will be as it appears on the final document.
5. Click on  (located at the bottom of the screen) when you are satisfied with your entries. The system will display your resume, as it will appear on the final document.
6. When satisfied with your resume, click the **Save Resume Draft** button located at the bottom of the preview screen.

You have now completed your resume. You can edit your resume at any time by clicking any of the Edit my Resume buttons located throughout Resume Builder. Your resume will not be sent to Resumix until all supplemental data questions have been completed.

Step 4: Complete Supplemental Data

The Supplemental Data portion of Resume Builder provides you with a listing of questions for you to complete that will assist staffing personnel in their search for qualified candidates.

1. Select the **Yes** or **No** radio button for each question in the Preliminary Questions section.
2. Click on  when complete.
3. **Review** the **list** of Supplemental Data sections to be completed.
4. Click on the **section** you wish to complete first. It is recommended you begin with **Personal Data**.
5. You must, at least, complete the fields marked with an * in each section.
6. Click **next**  when finished to continue to the next section.

Once you have clicked next on the last section you will be presented with the Supplemental Data Preview Page. Here you will be able to view your selections in the same format as a staffing specialist. Please review each section carefully to ensure all answers are correct.

7. When finished click .

Step 5: Submit Resume & Supplemental Data

Once you have completed both your resume and supplemental data you will need to submit them to the Central Resumix database. Your resume and supplemental data is not accessible to any staffing specialists until you have completed this step. You will only be able to access this screen after you click Save Supplemental Data on the Preview Supplemental Data screen.

1. **Review** the **top message** on the screen.
2. **Review** the **Applicant Certification** message.
3. Enter any email addresses that you would like your completed resume forwarded to in the text box below the Submit button.
4. Click the **Submit Resume & Supplemental Data** button.

